



**City of Havre de Grace Department of Planning and Zoning**  
**Development Review**  
**PRELIMINARY SITE PLAN APPLICATION**

**SITE DESCRIPTION**

**Project/Subdivision Name:** \_\_\_\_\_ **Plan Alias:** \_\_\_\_\_

_____	_____	_____	_____	_____	_____	_____
(Tax Map No.)	(Grid No.)	(Parcel No.)	(Lot No.)	(Plat #)	(Zoning District)	(Tax ID)
_____			_____	_____		
(Street Address and/or Road Name)			(Residential)	(Conventional/Special Development)		
				(specify)		
_____	_____	_____	_____	_____	_____	
(BOA #)	(No. of Lots)	(No. of Units)	(No. of Acres)	Water Zone	Sewer Zone	

**APPLICANT/CONSULTANT INFORMATION**

OWNER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)      (Fax)      (E-mail)

\_\_\_\_\_  
(Contact Person)

DEVELOPER/CONTRACT PURCHASER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)      (Fax)      (E-mail)

\_\_\_\_\_  
(Contact Person)

SURVEYOR/ENGINEER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)      (Fax)      (E-mail)

\_\_\_\_\_  
(Contact Person)

### PLAN APPLICATION REQUIREMENTS

*Submission of application for subdivision plans will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. Plan submission applications found to be incomplete will be rejected prior to entering the City's subdivision plan processing system.*

***Please be advised that all plan application submissions are accepted by appointment only. All plan submission appointments must be scheduled with the Planning and Zoning Department at 410-939-1800 ext. 1122.***

#### LEGEND

**P Provided NA Not Applicable**

**X Not Provided, Justification Attached.**

- \_\_\_\_\_ Preliminary Plans (\_\_\_ copies)
- \_\_\_\_\_ Landscaping/Lighting Plan / Buffer Plan (\_\_\_ copies & checklist)
- \_\_\_\_\_ Traffic Impact Analysis (TIA) – Trips Generated \_\_\_\_\_ (\_\_\_ copies)
- \_\_\_\_\_ Forest Conservation Plan (FCP) (\_\_\_ copies)  
FSD submitted on \_\_\_\_\_
- \_\_\_\_\_ Planning Commission Meeting date: \_\_\_\_\_
- \_\_\_\_\_ Planning Commission Minutes (date submitted: \_\_\_\_\_)
- \_\_\_\_\_ Stormwater Management (SWM) Concept Plan and Calculations submitted (5 sets)
- \_\_\_\_\_ Water and Sewer Capacity Analysis
- \_\_\_\_\_ List of adjacent property owners
- \_\_\_\_\_ Other Documents (TDR's, waivers, etc.)
- \_\_\_\_\_ Appropriate fees

#### Checklist

- \_\_\_\_\_ Proposed subdivision name
- \_\_\_\_\_ Owner name and address
- \_\_\_\_\_ Subdivider or developer name and address
- \_\_\_\_\_ Surveyor and/or Engineer name and address
- \_\_\_\_\_ Election district
- \_\_\_\_\_ Location map including
- \_\_\_\_\_ Location map including sketch or nearby subdivisions
- \_\_\_\_\_ Tax map number, parcel(s) number and lot(s) number
- \_\_\_\_\_ Deed reference
- \_\_\_\_\_ Scale of 1" to 50' or 1" to 100' or as approved by P & Z
- \_\_\_\_\_ North arrow and date of drawing
- \_\_\_\_\_ Acreage of tract – total and net
- \_\_\_\_\_ Matchlines used for subdivision of two plats
- \_\_\_\_\_ Revision note
- \_\_\_\_\_ Boundary lines of subdivision indicated in heavy outline
- \_\_\_\_\_ Present zoning of tract and adjoining properties
- \_\_\_\_\_ Corporation lines
- \_\_\_\_\_ Adjacent property owners or subdivisions labeled

### Physical and Environment Conditions

- \_\_\_\_\_ Contour lines at 5-foot intervals.
- \_\_\_\_\_ Water courses – perennial and intermittent streams, tidal waters on or adjacent to site.
- \_\_\_\_\_ Existing building locations.
- \_\_\_\_\_ Parks and other public places.
- \_\_\_\_\_ Bridges and existing drainage systems (culverts, inlets, etc.)
- \_\_\_\_\_ Proposed open space – passive and/or active: where and what facilities.
- \_\_\_\_\_ Limits of the Harford County Chesapeake Bay Critical Area Overlay District including any required buffers.
  - Total acreage of tract in Critical Area \_\_\_\_\_
  - Acreage of IDA \_\_\_\_\_
  - Acreage of LDA \_\_\_\_\_
  - Acreage of RCA \_\_\_\_\_
- \_\_\_\_\_ Floodplain shown
  - Acreage of Floodplain \_\_\_\_\_
  - Floodplain study provided \_\_\_\_\_
  - FEMA panel and district \_\_\_\_\_
- \_\_\_\_\_ Natural Resource District boundary lines and any required buffer areas.
  - Acreage \_\_\_\_\_
- \_\_\_\_\_ Tidal wetland boundaries and any required buffers.
- \_\_\_\_\_ Non-tidal wetlands located on or adjacent to the site (identified by existence of predominantly Hydric soils or obligate, facultative wet hydrophytic vegetation).
- \_\_\_\_\_ Steep slopes between 15% and 25% designated.
- \_\_\_\_\_ Steep slopes greater than 25% designated.
- \_\_\_\_\_ Soils present on-site including identification of the location of soils with development constraints (highly erodible soils, soils with sever septic limitations, etc.).
- \_\_\_\_\_ Vegetative cover (particularly location of forested areas on and adjacent to the site) and location of individual trees over 30" diameter at breast height.
- \_\_\_\_\_ Areas which are located on or adjacent to sites that have been identified as containing plant and wildlife habitat or State or County importance. Such areas would be included in the following:
  - Habitats of State-designated, threatened or endangered species and species in need of conservation.
  - State-designated natural heritage areas.
  - Anadramous fish spawning and nursery areas.
  - Submerged aquatic vegetation beds.
  - Other areas identified by State and Federal agencies as important plant or wildlife habitat areas.
- \_\_\_\_\_ Extent of forest cover (in acres) to be removed and any areas reforested.
- \_\_\_\_\_ Areas of significant/special natural features to be left undisturbed, including, but not limited to, features such as water bodies, tidal and non-tidal wetlands, forested areas to be retained, and plant and wildlife habitat identified as State and County importance.
- \_\_\_\_\_ \*Forest Conservation Plans which include information concerning the delineation of tree species, composition in forested areas, including the average DBH of canopy trees and description of the understory and ground cover, forested areas to be retained to address clearing restrictions in the Critical Area to preserve significant plant and wildlife habitat and to maintain wildlife Corridors, and proposed measures for afforestation, if needed.
- \_\_\_\_\_ Layout, number of blocks, lots, typical dimensions and areas of proposed lots.

Application/Checklist for Review and  
Approval of Preliminary Site Plans

- \_\_\_\_\_ Proposed building setback lines with dimensions from the street rights -of - way
- \_\_\_\_\_ Proposed uses of property.
- \_\_\_\_\_ The location and dimensions of all property proposed to be set aside for public or private reservation, designating the proposed thereof.
- \_\_\_\_\_ Location of all proposed monuments.
- \_\_\_\_\_ Other than single family dwellings, approximate location and shape of each multi-family residential structure.
- \_\_\_\_\_ Type of residential units with number in each building.
- \_\_\_\_\_ Total number of residential units with subtotal of each type.
- \_\_\_\_\_ Gross and net residential acreage.
- \_\_\_\_\_ Type of development specified (Conventional, COS, PRD, COP, Mixed Use????)
- \_\_\_\_\_ Board of Appeals Case Number.
- \_\_\_\_\_ Phasing of Development.
- \_\_\_\_\_ Density of residential development.
- \_\_\_\_\_ Area (in acres) of building roofs, parking lots, streets or roads, sidewalks, patios, other impervious surfaces.
- \_\_\_\_\_ Transfer of Development Rights Documentation.

**Utilities, Water and Sewage Facilities**

- \_\_\_\_\_ Railroads and utility rights –of-way.
- \_\_\_\_\_ Public utilities (transmission towers, pipelines, water, storm drains, gas, power, and telephone lines) and related easements.
- \_\_\_\_\_ Tentative location of fire hydrants, valves, water lines, sewer lines, pump stations, etc. shall be determined during construction drawings.
- \_\_\_\_\_ Note stating final location of fire hydrants, valves, water lines, sewer lines, pump stations, etc. shall be determined during construction drawings.
- \_\_\_\_\_ Location of stormwater management facilities and proposed methods of stormwater management, including calculations to verify compliance with pollutant loading standards.
- \_\_\_\_\_ Conceptual grading plan including approximate limits to areas of disturbance and areas of significant cut and fill.
- \_\_\_\_\_ Location and delineation of Water Zone.
- \_\_\_\_\_ Water and Wastewater Capacity Analysis

**Streets, Roads and Parking**

- \_\_\_\_\_ Location, name, width of pavement and rights- of- way, all existing streets adjoining subdivision or intersection street that bounds it.
- \_\_\_\_\_ Private roads so marked.
- \_\_\_\_\_ Radii shown on all horizontal curves.
- \_\_\_\_\_ Delineation of the road improvement rights-of-way, all existing streets adjoining subdivision or intersection street that bounds it.
- \_\_\_\_\_ Layout widths and names of proposed street, widths of alleys, cross walkways and easement reservations.
- \_\_\_\_\_ Location, width and delineation of all sidewalks, pedestrian linkages and transit stops.
- \_\_\_\_\_ Tentative profiles of street centerlines as required by DPW.
- \_\_\_\_\_ Vertical and horizontal sight distances recorded at intersection with City roadways.

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- \_\_\_\_\_ Proposed grades indicated on all roads.
- \_\_\_\_\_ Modification to property entrance (roadway widening, acceleration and deceleration lanes.)
- \_\_\_\_\_ Number of parking spaces in each off-street parking area with total.
- \_\_\_\_\_ Proposed and existing driveway.

\*Indicates information required solely for development within Critical Area.

Should you have any questions, please contact the Development Review Section of the Department of Planning and Zoning at 410-939-1800 ext. 1120.

THE CITY PLANNING COMMISSION MEETS ON THE SECOND AND FOURTH MONDAY OF EACH MONTH. TWELVE (12) FOLDED COPIES NEED TO BE SUBMITTED FOUR (4) WEEKS PRIOR TO THE MEETING ALONG WITH A LIST OF ADJACENT OWNERS, ALL APPROPRIATE FEES AND SUBMITTAL REQUIREMENTS (listed on first page).